



**PLANNING DIVISION
SUBDIVISION TECHNICAL REVIEW CHECK LIST AND APPLICATION FORM
(PLEASE PRINT OR TYPE)**

Subdivision Name: _____

(Name changes, if any) _____

County Assessor's Parcel #: _____ **Zoning Case #:** _____

Design Review Case #: _____ **Board of Adjustment Case #:** _____

Subdivider/Developer: _____
(Owner or Rep. Name) (Firm Name)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail address _____

Planner/Engineer: _____
(Planner/Engineer Name) (Firm Name)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail address _____

Architect: _____
(Architect Name) (Firm Name)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail address _____

Subdivision Review Fee

- Refer to the Planning Division Schedule of Fees.
- Make checks payable to "City of Mesa". **No cash please.**
- The following materials, along with the necessary fee and other required supporting data must be submitted as a complete package not later than **3:00 p.m.**, on the CUT-OFF DATE, which will be a **TUESDAY, the same date as the submittal date for the Planning & Zoning Board and the Design Review Board. Check with the Planning Division for these submittal dates.** The SUBDIVISION TECHNICAL REVIEW meeting date is the second Thursday of each month.
- **Failure to submit all required materials by the CUT-OFF DATE will result in continuance to the following month. It is the applicant's responsibility to be sure the submittal is complete.**

FOR STAFF USE ONLY	PLN:
CASE#:S	YEAR #



The City wishes to notify all applicants of certain rights the applicant has related to the issuance of a license. The City shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. Unless specifically authorized, the City shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable, however this does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. The City shall not request or initiate discussions with a person about waiving that person's rights provided to them under Arizona Revised Statutes Title 9, Chapter 7, Article 4. The requirements of A.R.S. § 9-843 may be enforced in a private civil action and relief may be awarded against the City and the court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in such an action against a municipality. A City employee may not intentionally or knowingly violate A.R.S. § 9-843 and a violation of the statute is cause for disciplinary action or dismissal pursuant to City policy. The requirements of A.R.S. § 9-834 do not abrogate the immunity provided to the City or its employees by A.R.S. § 12-820.01 or § 12-820.02.



Subdivision Technical Review Checklist

1.	<p>Six (6) full size and eleven (11) half size copies/sets of the preliminary plat and plans:</p> <p>A. Plans are to be assembled in complete sets (17). THESE ARE TO BE FOLDED NEATLY AND ACCURATELY IN EIGHTHS TO A SIZE OF 9" X 12" FOR MAILING.</p> <p>B. In cases of multiple residence PAD's (townhome or condominium), patio homes with Use Easements, office, commercial or industrial projects where a site plan has been reviewed and approved by the Planning and Zoning Board and City Council, submit seventeen (17) 8 ½" x 11" copies of the architect's site plan, typical floor plans and elevations, etc., as supporting data to aid the staff and other agencies in their review.</p>
2.	One (1) copy of the Digital (CAD) file of the preliminary plat.
3.	For subdivisions within the DESERT UPLANDS AREA , which is the area of Mesa bounded by the Central Arizona Project (CAP) Canal on the west, Meridian Road and Utery Mountain Regional Park on the east, University Drive on the south and Tonto National Forest boundary on the north, a Native Plant Preservation Plan (NPPP) application must be filed with the subdivision improvement plans to the City of Mesa Building Safety Division after the Subdivision Technical Review Meeting. An NPPP, plant inventory, and preliminary grading plan must be approved prior to any plant removal/salvaging, grubbing, grading, and/or excavation at the site. Please contact the Planning Division at (480) 644-2385 for information regarding the Native Plant Preservation Ordinance #3693.
4.	Preliminary calculations and layout of proposed storm drainage system based on a one hundred (100) year storm of two (2) hours duration. Design shall be such that water from streets, lots, and alleys shall be retained on-site until the peak of the storm passes. Three (3) sets of calculations shall be submitted at the time of technical review for analysis by the Engineering Department and review by the Flood Control District. Calculations shall be typed on separate letter sized sheets with any necessary maps attached.
5.	All mapped data for the same plat shall be drawn at the same standard engineering scale, adjusted to produce an overall drawing of 24" x 36". Use more than one sheet if necessary or reduce the drawing photographically to one of the standard engineering scales, (100'-80'-60'-50'-40'-30'-20' to the inch).
6.	<p>The proposed subdivision name shall be clearly indicated, with the location by section, township, and range with reference by dimension and bearing to a quarter section corner.</p> <p>A. The proposed subdivision name shall not duplicate any other recorded plat name in Maricopa County.</p> <p>B. The proposed subdivision name may not exceed 40 characters (including spaces).</p> <p>C. The subdivision name should be carefully considered, as it will become a part of the public record once a preliminary plat has been submitted.</p>
7.	Firm name of subdivider/developer, address, phone and fax number and the name of person to contact.
8.	Engineering, surveying, land planning, or architectural firm name; address, phone & fax number and name of person to contact.
9.	Scale, north arrow (pointing up or to the right) date of preparation including any subsequent revision dates.
10.	Location map with reference to main arterial streets, etc.
11.	Show methods of sewage disposal (a statement as to the type of facilities shall appear on the preliminary plat). Also, show the preliminary sewer layout indicating line sizes with grades, manhole locations, cleanouts, slopes, depths, etc. Consult the "Engineering Procedure Manual", available from the City of Mesa Building Safety Division.
12.	The preliminary layout of the water system shall be shown indicating fire hydrants, valves, meter vaults, water line sizes, etc., consult the "Engineering Procedure Manual".
13.	Location, frequency, and extent of areas subject to flooding or storm runoff must be defined.
14.	<p>Topography by contours and spot elevations as related to US & CGS survey datum or approved City datum. Contour interval shall adequately reflect character and drainage of land.</p> <p>A. Spot elevations properly referenced to the above datum may suffice for small sites less than five (5) acres.</p>

15.	Location, right-of-way, and names of all platted streets, railroads, and utility rights-of-way of public record, which may exist around the perimeter of the site boundaries, through or across it. Show any permanent structures that are to remain, including water wells and municipal or private utility lines within or adjacent to the tract or subdivision.
16.	Show layout of proposed streets and alleys, giving widths, preliminary curve data, curve lengths (as stipulated in the Subdivision Regulations), and proposed street names. Base names on existing or projected alignments wherever possible. Provide cross-sections for existing and proposed (public and/or private) perimeter and interior streets on the preliminary plat.
17.	Show all driveways, streets, and median openings on the opposite side of the perimeter streets within 325' of any proposed driveway or street intersection.
18.	Location of fences, existing structures, wells, wind machines, ditches (open or covered), washes, trees and all other features or characteristics that could have a bearing on the review.
19.	Boundaries of the tract to be subdivided shall be fully dimensioned.
20.	By note, indicate gross acreage of subject tract. Do not include previously dedicated streets or right-of-way in this figure.
21.	Base zone of the subject and adjacent tract, the zoning case number (e.g. Z04-1), the Design Review Board case number and any variances that may have been approved by the Board.
22.	Name, book and page number of any recorded subdivision adjacent to or having common boundaries with this plat.
23.	Show typical lot dimensions, dimensions of all corner lots, lots on curvilinear sections of streets, and all lots where the number of sides exceeds four (4). Number each lot individually and give the total number of lots. Where plats will consist of a number of units/phases, utilizing the same subdivision name, the lot numbering shall be consecutive through the total number of lots in all units.
24.	Show building setback lines for a typical lot. Where there are lots with more than four (4) sides or whose shape may be considered atypical, show all setbacks.
25.	Give designation of all land to be dedicated or reserved for a park, retention basin, school, well site, substation, sewer lift station, reservoir, water pump station or other public or private uses.
26.	One (1) copy of a Preliminary Title Report along with one (1) copy of all recorded documents identified on Schedule B, or provide documentation from a Title Company verifying current ownership.

Note: Failure to provide the above information where applicable can result in a submittal being rejected until such information and materials are provided.